WAHM Records

FCC Logs - Instructions undated BOX NO. 2 FOLDER NO. 6

F.C.C. LOGS

Most radio stations are required by the F.C.C. to maintain complete logs of programs, maintenance, and transmitter use at the station. WAMH must submit its logs to the FCC when license renewal is requested or to inspectors on demand. FCC logs are legal documents distinct from playlists kept by the station. It is sometimes possible to get away with sloppy logging at a radio station, and it has been done at WAMH in the past. It has always been tempting to crack down by having all DJs and techs return to the station at an additional time to rewrite their incorrect logs. This will be done at WAMH only if incorrect logging persists.

I. PROGRAM LOGGING

The program log must have many items, so that a complete account of the programs on the air at WAMH is made. The top of all program logs has identification of the station, place, frequency, and date. The body of the log gives the time each program or announcement begins, its source, its type, and its name; and the time of every station identification that is required (normally two per hour). Logs are organized into columns: -

1. SI. In this column must be written the time of every station identification. Optional SIs may also be listed here if they are made. Note that the letters SI at the top of this column indicate the type, name, etc. without spelling them out, because we can use the abbreviation SI for whatever we want to, as long as all abbreviations are explained in an abbreviation key accompanying the logs. Therefore, normal SIs do not require anything at all to be written in any other column except the SI.

2. PROG. BEGIN. In this column must be written the time at which every program begins. The only other thing of any kind that may ever occur in this column is the meridian: "AM" or "PM". Every individual entry in this column must match with exactly one entry in each of the following columns: source, type, and program name. Thus these four pieces of required information must all be included as a single unit for each program, in line across that section of the page.

3. SORCE/TYPE. The source of each program and the type of each program must be included in the program log, one of each to match each entry in the program begin and program name columns. There are three possible sources at WAMH: T, R, and L. REC is not a source. (In fact, despite almost universal usage in the past, it isn't anything.) T means "transcribed." A program is transcribed only if it is, in its entirety, a program produced (made) elsewhere than at WAMH. Examples are live network shows patched into our transmitter via our board after having been assembled through a board elsewhere, public service announcements copied onto a cart with nothing added or changed from a tape our record made elsewhere, a DJ show on disc that contains the DJ commentary, the music, and everything else in one piece. There are many other possibilities. The only thing that can be added to a program so that it can still be logged as "T" is a station identification of WAMH at a required time that has no other extraneous talking or other material interrupting the transcribed program. (SIs are also required in a "T" program when (and if) the program contains the station identification of another radio station.) R means "recorded." A program is recorded only if it is assembled from recorded and/or mixed live and recorded material at WAMH. Examples: a program consisting entirely of three Cream songs from various albums, or such a program with the DJ talking, or a talk show with music interludes or pre-recorded illustrations of a point. There are more possiblities.

L means "local." Local is the opposite of transcribed, and should be used if T and R do not apply to the program: i.e., when the program was made at WAMH and not consisting of or assembled from pre-recorded material. Examples are guitar played on mike in the next studio, pure talk, or the Midnight Sports; and there are of course others. -- There are seven possible types at WAMH: PS, PA, EN, ED, SI, SP, N. PS means "public service." PSA is not a type. This includes programs that are strictly in the public service and will usually mean only announcements made by WAMH in fulfilment of its obligation to inform the public. PA means "public affairs." This means programs about issues, controversial or otherwise but usually controversial, that are of concern to the public. A guideline for differentiating PA from PS is that PS may be considered as mention or promotion of an event, while PA is a show that is such an event. EN means "entertainment." A program is entertainment if its purpose is primarily to provide a source of interest for those with leisure time. EN programs may also, of course, have an educational theme, or attempt to broaden people's musical taste, or otherwise be constructive. ED means "educational." A program is to be logged ED only if its primary purpose is the education of the public in the narrow sense: i.e., do not log a program as educational if it can correctly be put in any other type. SI means "station identification." ID does not exist as an abbreviation anywhere in any WAMH log. A program is of type SI only if its primary purpose is the identification of WAMH. Normally the only programs logged SI are the sign-on and sign-off. SP means "sports." A program should be logged SP if it is about sports techniques, news, or opinion. N means "news." Programs consisting of news and commentary in the traditional sense should be logged N, even if they include some news about sports as a part of the whole that cannot easily be considered a distinct part to be logged SP. ***** The source and type both go in the source/type column, and must always be separated by a slant.

4. PROGRAM NAME. In this column must be written the program name. It is *****(this blank line is just to say Hi. Log guide authors are human!)***** desirable for all programs to have a name, preferably sufficiently related to the content so that staff can tell which show it was. Music shows that do not have a name may be logged as Music: (DJ's name) . A succinct title is best, since description of the show is entirely unnecessary and the show could be named "weekly #39," as far as legal requirements are concerned, as long as that constitutes positive identification of the show. There are some special cases. One is public service announcements, or PSAs. The abbreviation PSA may only be used in a log in the program name column, and then only when part of a complete entry with these parts: an asterisk, the letters PSA, a colon, the sponsor's name in parentheses, and a colon plus the number of seconds duration of the announcement in parentheses. The asterisk is to indicate that the program is an announcement, that is, it is an interruption of a program that need not be re-logged when it resumes, or an interlude between two programs. The name of the program is Public Service Announcement, plus the sponsor's name as a modification so that the various PSAs can be told apart on the log. The sponsor's name must be the organization for whose benefit the PSA is aired. PSAs from the PSA notebook and from carts will hopefully be labelled with correct source, type, and sponsor. Always look for it. The definition of an announcement by the FCC includes the provision that announcements are less than sixty seconds in duration. Log different PSAs separately even if the sponsors are the same, if that is necessary to avoid duration over 60 seconds. We will try to avoid making available any PSA over 60, so that if you need to estimate the duration and it seems long, say "(:60)." Another special case is the sign-on or sign-off. You may call them as such, or as "Standard Sign-On" if you read the standard WAMH version word-for-word.

5. the schedule columns. SI SCHED and PROG. SCHED are columns that should never be used by a human being for any information required by the FCC. It is provided by the computer so that the daily broadcast schedule is right at hand, when the computer is instructed to do so.

II. MAINTENANCE LOGS

Maintenance logs are the sole responsibility of the Chief Engineer and his appropriately licensed staff and are not kept on computerized log sheets or made available in the MCR.

III. TRANSMITTER LOGS

The transmitter log must include several items so that a complete account of the transmitter use at WAMH is made. The top of all transmitter logs has identification of the station, place, frequency, and date. The body of the log gives the time at which the transmitter is turned on or off, the times at which the transmitter begins to broadcast a program or ceases broadcasting a program, periodic readings of the transmitter power as required by the FCC, and comments about the broadcasts relevant to the FCC. The transmitter log includes also the name of each person who holds responsibility for the transmitter operation at all times while in use.

1. OPERATOR (ON + OFF). In this column belong all entries regarding the name of the single FCC-licensed individual who is officially on duty. When signing on, he must write: ((signature))on duty at _:__. The signature must be the same as that on his FCC license, which must be attached to the wall of the MCR. The sign-off is a parallel situation. Each signing-off must be immediately be followed in this column by the next person's signing-on, complete with the same time given as in the preceding signing-off. Thus there may never be a lapse of time when no one is signed on.

2. TIME, VOLTS, AMPS. In these columns are listed the periodic readings of transmitter potential and current. They are not required of ten-watt noncommercial educational FM radio stations by the FCC.

3. COMMENTS. In this column are listed the times at which the carrier to the transmitter is turned on and off, at which the program begins and ends, and at which miscellaneous pertinent incidents occur. The only correct way to log the turning on of the transmitter is: carrier on at _:__. The only correct way to log the start of programming is: program on at _:__. Obviously, the program cannot go on while the carrier is going on. Also obvious is that since the first program must be a sign-on, the Program Begin column entry in the program log must match the time of Program On in the transmitter log. A parallel method of logging is the case for sign-offs. Note also that the carrier cannot be turned on or off at any time when no one is signed on in the Operator column, since at such times the transmitter must remain off. Remember that if the last program is a sign-off, Program Off in the transmitter log must be entered one minute later, followed by Carrier Off, before the Operator Off may be logged.

GENERAL NOTES

Remember that the top of all logs must contain all information required by the FCC: call letters, frequency, channel, address, Log No., Date, and time zone. When the computer is called upon to print out all programs in the program log according to the dailysschedule, this is already complete. Otherwise, fill in the correct corredt date, then the log number within that date (in both cases crossing out the single digit remaining in those blank spaces because of the computer), and finally the time zone: EST is Eastern Standard Time (winter), EDST is Eastern Daylight Savings Time (summer).

Remember to co-ordinate the transmitter log with the program log, since they are printed on two halves of the same page. Remember to put "AM" or "PM" with the first time listed in these columns: SI, PROG. BEGIN, OPERATOR, and COMMENTS, and whenever it changes within a column.